



City of Huntsville
1212 Avenue M
Huntsville, TX 77340

REQUEST FOR PROPOSALS

Gift Shop Use and Occupancy of Commercial Space

The City of Huntsville, is requesting proposals for the use and occupancy of approximately 546 square feet of commercial space plus 135 square feet of office space at the Sam Houston Statue and Visitors Center (Visitors Center), specifically the Gift Shop area, located at 7600 Highway 75 South Huntsville, TX.

The commercial space is located on the west side of the Visitors Center. The Visitors Center is an active stop on Highway 75 South for visitors (approx. 5,000 per month) viewing the Sam Houston Statue. The Visitor Center is a building with a wraparound porch with an outdoor middle hallway, commonly referred to as a dog run. There are two separate entrances, the west side of the building is currently a Gift Shop, (the area being proposed for lease) while the east side is the Visitor Center.

It is the City's intent to accept proposals from financially qualified individuals or firms whose intent is to utilize the space for a business, that is compatible with the overall operations of the Visitors Center, specifically the Gift Shop. This means that the business must express some type of enhancement to either the City or visitors to the City and shall compliment the mission, ambience and the aesthetic quality of the Visitors Center keeping in mind the historical significance of the space. In general, the lease agreement will be awarded to the highest responsible proposer, hereinafter referred to as Lessee, who presents a packet that exhibits the best overall financial benefit to the City with emphasis on compatibility with the existing operation, hours of operation, rent, and experience. All determinations shall be at the sole discretion of the City of Huntsville.

As this space has direct access to Highway 75, it is the intent of the City that this commercial space and be accessible to the general public, at a minimum the following days and times which correlate to the Visitors Center current hours of operation Monday-Friday 9:00 a.m. – 5:00 p.m. Saturday 10:00 a.m. – 5:00 p.m. & Sunday 11:00 a.m. – 5:00 p.m.

Once a Lessee has been selected a good faith security deposit will be made in cash in the form of a certified check or cashier's check and an agreement must be signed. All inventory purchased by the Lessee remains property of the Lessee. The Lessee sets their profit margins and points of sale in accordance with their business plan. All terms and conditions; items such as utilities, cable, maintenance, advertising signs etc. will be negotiated during the award process.

Evaluation Criteria:

- A. A Concept Plan which should include the proposed theme and a representative list of items expected to be sold in the Gift Shop.
- B. Lease terms - What are you the proposer willing to lease the gift shop for and how are you willing to pay; monthly, bi monthly, quarterly, yearly etc.
- C. Operations – List the number of days from date of signed agreement you the proposer, expect to be ready to occupy the space and proposed days and hours of operation.
- D. A memorandum detailing comparable experience and qualifications with managing a similar shop or a small business. It will be assumed that proposers conducted a thorough

walking tour and assessment of the existing Gift Shop along with complete understanding of the purpose of the Visitors Center and impact on the City.

- E. The proposer may be asked to give a thorough, detailed and thoughtfully conceived presentation to City Management and/or City Council of your firm's recommendation.

Proposal Format

Firms are requested to submit all responses in a sealed package and delivered to the City of Huntsville, City Secretary's Office, RFP # 15-16, 1212 Avenue M, Huntsville TX 77340. To be considered all responses should be received by July 31, 2015 2:00 p.m. Central Standard Time. The responding firms are requested to submit one original signed RFP packet to include signed City of Huntsville RFP and four additional copies of their packet. Late proposals will not be accepted, although during the evaluation process, the City reserves the right to request additional information or clarification from proposers, or to allow correction of what the City determines as minor errors or omissions. The City also reserves the right to reject all responses at the City's discretion.

- The responses are to be bound and include tabs for "A-E" (reference evaluation criteria above);
- Each section is to be written precise and direct – explain/narrate the requested items;
- The entire response should not exceed 15 single sided pages in length (does not include City RFP document).

Additional Information

It shall be the sole responsibility of those offering proposals to contact the Purchasing Office prior to submitting their proposal to determine whether any addenda or clarifications have been issued. Any questions can be addressed to Billie F. Smith, Purchasing Manager, at 936-291-5495.

Prior to Notice to Proceed is issued the firm will need to sign an agreement issued by the City. At any time should the top ranked firm be excused or contract terminated the City reserves the right to open discussions with the next ranked firm. This will continue until a firm is found that meets the needs of the City.

PHOTOS OF CURRENT GIFT SHOP



Side View Front



Front View



Dog Run Facing Front



Rear View



Restroom Facilities



Parking Lot



Interior view #1



Interior View #2



Office Space

Responder's Information

Firm Name: _____

Address City & State: _____

Email Address: _____

Office Phone: _____ Cell Phone: _____

Signature: _____

Printed Name: _____